Faculty Hiring Policy and Procedures

West Los Angeles College

The board of Trustees adopted significant revisions to Chapter X, Article III, Selection Policies, Section 10304, Agreed to Policies and Procedures for the Hiring of Full – Time Faculty Members, as its February 14, 2001 meeting.

1.0 This local Hiring policy, inclusive of procedures, has been agreed to by the Academic Senate and the College President of West Los Angeles College and is reflective of the 2001 revision of LACCD Board Rule 10304. The College President and the Academic Senate hold point responsibility for assuring that the District and local hiring policies and procedures are observed. This policy is subject to review and revision by mutual agreement between the Academic Senate and the college President. Any revision of the policy and/or procedures shall be mutually developed and agreed upon by both parties. This policy shall be in effect as of January 1, 2004.

2.0 REQUESTING A FULL – TIME, TENURE-TRACK FACULTY POSITION

2.1 Division Chairs, regular or probationary faculty members (through their Division Chairs), the college Academic Senate, and the College President or designee may submit proposals to the FPIP Committee for full-time, tenure-track faculty positions.

2.2 According to the Faculty Position Identification and Prioritization (FPIP) Policy, all requests for faculty Positions should be submitted to the FPIP Committee.

2.3 The FPIP Committee shall make a recommendation on the proposals for faculty positions to the college President. The Budget Sub-committee shall recommend how many full-time faculty positions can be funded.

3.0 BEGINNING THE SEARCH PROCESS

3.1 If the College President accepts the recommendations of the FPIP Committee and Budget Sub-committee, the President or his/her designee shall forward an intent to Fill form for each position to the appropriate district official. The WLAC Faculty Position Priority List determines the discipline of the faculty position to be filled.
3.2 The search/selection committees will be formed under the direction of the appropriate Vice President and the members of each committee will participate in Hiring Workshop training sessions conducted by the Compliance Officer.

3.3 The Faculty and Administration will meet at the outset of the search process to clarify roles, objectives and expectations. This may be accomplished via Hiring Workshop training sessions, which include a comprehensive review of the process, goals and objectives.

3.4 In compliance with Board Rule 10304.1, section 2.2, a majority to the search/selection committee shall be composed of faculty. Each committee shall have a minimum of four voting members, to be selected as follows: two from the division/discipline where the vacancy exists and one from the administration (usually the area dean) and one faculty member appointed by the Academic Senate. The chair of the committee shall be elected by the voting members of the committee. When a division/discipline has only one full time member, then that full time member would act as the chair of the committee. A non-voting compliance officer or designee will participate in all aspects of the search. Should the discipline where the vacancy exists consist of only one faculty member, the division/discipline may choose one of the following options in selecting the second required faculty member:

   A. Select a colleague from the same or related discipline who works at another community college in the district.

   B. Select a colleague from a related discipline at the college; or consult with the Academic Senate to determine how to meet the 2-faculty minimum.

3.5 Additional members may be added to the committee if agreed to by the division where the vacancy exists, and approved by the Academic Senate. The division will agree upon the voting status of any additional committee members before the search process begins. Additional members may include but are not limited to representatives from the same or related discipline, and instructional aides or other classified staff members who work with the division where the vacancy exists, and members of industry or professional groups or organizations or transfer institutions related to the discipline where the vacancy exists.

3.6 Search committee members who serve as part of a faculty selection process will need to participate in reviewing all files in order to have input to that portion of the process. Selection committee members will need to participate in all interviews in order to have input into that portion of the process. The committee’s composition will remain the same throughout the process but specific individuals may be substituted, due to extenuating circumstances, as deemed appropriate by the area dean and committee chair.

4.0 RECRUITING FOR THE POSITION
4.1 A general recruitment campaign should be conducted by the college early in the semester for all probationary positions to be filled for the next academic year. This process may include but not be limited to placing ads in the appropriate and diverse professional publications for the purpose of reaching the broadest range of potential applicants. The position openings should also be posted on the college website and with graduate schools.

4.2 The department shall develop a recruitment plan in conjunction with the area dean. The plan shall include contacting all potential eligible candidates in the LACCD Recruitment Pool and the State Chancellor’s Registry, and distributing the announcement to area colleges and professional organizations related to the field where the vacancy exists as well as to the state registry. The position should be advertised for at least two months.

4.3 The recruitment time period may be shortened to a minimum of 6 weeks upon recommendation of the Academic Senate Executive Committee to the College President after the college compliance officer conducts a preliminary assessment of the diversity of the discipline interest pool where the vacancy exists and determines that the pool is sufficiently diverse.

4.4 The search committee will draft a position announcement. The announcement will follow the Guidelines stated in Board Rule 10304.1 At a minimum the announcement shall include:

   A. The duties and responsibilities of a contract faculty member.

   B. A statement of the Minimum Qualifications (as defined by the California Community College Statewide Minimum Qualifications document).

   C. Any other desirable characteristics essential to the position being filled.

   D. A statement of sensitivity and understanding of diverse populations served by the Los Angeles Community Colleges.

4.5 The position announcement will direct all potential applicants to submit the following items to the College’s Office of Academic Affairs or Office of Student Services for purposes of creating the applicant file:

   A. Cover letter of interest and current resume expressing how the candidate meets the Qualifications of the position as announced.

   B. A completed Los Angeles Community College job application.

   C. A list of 3 current references name, position title, relationship to applicant, address, phone number.

   D. Copies of transcripts (official transcripts are required at the same time of hiring).

   E. Other documents as requested by the search committee such as work products or portfolios.
5.0 ACCEPTING APPLICATIONS/USING THE DISTRICT FACULTY INTEREST POOL

5.1 The position announcement will direct potential applicants to submit their materials to the College’s Office of Academic Affairs or Office of Student Services during a designated filing period. The college’s Office of Academic Affairs or Office of Student Services will conduct the preliminary paper screening of applicants for conformance with minimum qualifications. (LACCD Board Rule 10304.1 section 2.6)

5.2 The area dean will request the appropriate District Recruitment Pool mailing list from the District Division of Human Resources and, in conjunction with the hiring committee chair, send a letter to all those listed, inviting them to apply for the position. The area dean will request the appropriate State Chancellor’s Registry list from the District Division of Human Resources and, in conjunction with the hiring committee chair, send an announcement of the position opening to the State Chancellor’s Registry for posting statewide.

6.0 SELECTING THE INTERVIEW CANDIDATES

6.1 The applicant files will compiled and collected by the college Office of Academic Affairs or Office of Student Services. The files will be held in a confidential manner until the committee is ready to review them.

6.2 The college compliance officer or designee will notify the College President or appropriate Vice President whether the pool’s diversity is satisfactory to continue the search. A satisfactory standard is one that recognizes the diversity of the student population and community served by the college and acknowledges the Board of Trustees policy on enhancing the faculty ranks with individuals who are representatives of our service area.

6.3 The area dean assigned to the committee will arrange for viewing of the files at an agreed upon time and location on the campus.

6.4 The area dean will work with the committee chair to draft a letter to invite the candidates for interviews. This letter will give the candidates an overview of how the process will be conducted, what He/she should bring to the interview, and what, if any, expenses will be covered.

6.5 The compliance officer or designee will be present throughout the file review and interview processes.

7.0 CONDUCTING THE INTERVIEW PROCESS
7.1 The committee will convene prior to the start of the interviews to accomplish the following tasks:

A. Develop a set of interview questions and/or activities that address the qualifications advertised in the position announcement. The same questions will be asked of each candidate and appropriate follow-up questions should be asked when deemed necessary during each candidate’s interview.

B. *Decide upon the possibilities of including activities such as:* Activities teaching demonstrations, performances of skills, or other simulated or real job duties relevant to the position. Candidates will be notified in advance about the nature and content of this portion of the process.

C. Provide a copy of the interview questions to the compliance officer or designee for review before the interviews commence.

D. Agree on the schedule and format to conduct the interview process, including: process to escort the candidates to the interview location; arrangements for a campus tour if desired; and considerations to treat all candidates in a professional and respectful manner.

E. Agree upon the use of a rating process and forms before beginning the interviews. The completed forms will be forwarded to the President and Vice President to be used as part of the final interview and selection process.

7.2 The committee will be reminded by the compliance officer or designee prior to the start of the interviews of the confidential nature of the task at hand and the need to adhere to the appropriate principles and guidelines in asking questions and evaluating candidate qualifications.

8.0 SELECTING THE FINALISTS

8.1 The committee should forward the names of at least two finalists for further consideration by the College President and appropriate Vice President. If only one candidate is forwarded, a *written* rationale must also be provided. Each candidate forwarded will be deemed able and capable of performing the job at the level expected of all faculty members at the college. The committee may elect to not forward any names and extend the search.

8.2 The selection committee chair, when forwarding names of recommended candidates to the College President, is permitted to include an in-depth summary of the perceived strengths and Weaknesses of each candidate and to indicate the preferences of the committee, but the names will be unranked.

8.3 The College President will invite the appropriate Vice-president to participate in the final interview process.

8.4 The College President, while sensitive to the recommendations of the search/selection committee, may choose for compelling reasons, to extend or abandon the search due to budget cuts or other exceptional circumstances.
8.5 In the event that the College President does not accept the recommendations of the hiring committee or changes the recommendations from hiring a probationary instructor to a limited status instructor, the President will provide a written statement to the committee, with a copy to the Academic Senate President, with the compelling reason(s) for making, such a change. It is understood that the compelling reason(s) for making such decisions would be rare and unusual.

9.0 FINALIZING THE HIRING SELECTION

9.1 The President or appropriate Vice President will communicate with the chair of the search Committee to determine how to conduct the reference checks on the finalists.

9.2 Every effort will be made to make the final selection within two weeks of the final interview. It is understood by all that once a selection is made, the name of the preferred candidate will be forwarded to the District Division of Human Resources for final clearance.

9.3 Once final clearance is received, the President or Vice President will notify the candidate of the job offer.

9.4 The offer will be confirmed in writing, instructing the candidate how to begin the hiring process.

9.5 The candidates not selected shall also be informed in writing at this point as to the outcome of the process.

9.6 The office of the Vice President of Academic Affairs will collect the following documents and Forward them in the order listed to the District Division of Human Resources to officially conclude the search:

   A. A copy of the position announcement
   B. A search committee roster
   C. A copy of the applicant pool statistics
   D. The completed rating forms (or other screening instrument) each search committee member used during the review of the applications to determine which candidates to invite to an interview
   E. A copy of the interview questions, skills demonstration and other assessment materials used during the interviews
   F. The documents or other materials that were produced or created in connection with any skills demonstration or other assessment process
   G. A copy of all correspondence sent to candidates
   H. The original application materials with the names of the candidates in alphabetical order
10.0 HIRING TEMPORARY FULL-TIME FACULTY (LIMITED, LONG TERM SUBSTITUTES, and PACE)

10.1 The same procedures used for hiring full-time, tenure track faculty will be used for hiring temporary full-time faculty with the following exceptions:

10.2 The position may be requested at any time during the year on an as-needed basis.

10.3 The department requesting the position will do so via a letter to the appropriate Vice President.

10.4 The position request will address the reasons for filling the position in a temporary status, i.e. full-time faculty leave replacement, unexpected resignation or departure of a full-time faculty member, unexpected program growth necessitating expansion of department.

10.5 The District Faculty Interest Pool will be used to identify eligible and interested candidates for hire. Other recruitment activities may be conducted as time permits.

10.6 The position announcement will be sent to other colleges in the District for posting and to all those listed in the District Faculty Interest Pool. A minimum period of three weeks from the date of mailing will be allowed for interested candidates to respond to the announcement.

10.7 The finalist may be interviewed by the appropriate Vice President and, with consent of the President; an offer will be made once clearance of the assignment is received from the District.

10.8 Hiring for PACE faculty can be done by using the PACE Faculty Roster or the regular discipline pool. Both of which require the participation of the applicable division chairs.

10.9 The duties, composition and role of the search/selection committee are prescribed in Section 3.0 of this document.

11.0 HIRING TEMPORARY HOURLY RATE FACULTY

11.1 All faculty and staff are asked to encourage potential applicants to file with the District Faculty Interest Pool. Applications are accepted on an ongoing basis.

11.2 Departments are encouraged to use the District Faculty Interest Pool of eligible candidates to contact possible applicants when they need to hire a part-time faculty member.

11.3 The process for hiring temporary hourly rate faculty may be conducted on an as-needed basis, based on staffing and budget allocations.

11.4 In consideration with the appropriate dean, the division chair responsible for staffing the class or program will conduct the interview process. If time allows, the department is encouraged to form a search committee to conduct the process.
11.5 The division chair and the area Dean will review the results of the search with the area Dean. The minimum qualifications and other eligibility factors of the final candidates must be reviewed before an offer of employment can be made.

12.0 ADHERING TO THE DISTRICT GOALS

12.1 The college will use web sites and other continuous means of recruitment to build the quality and diversity of the District Faculty Interest Pool of eligible faculty candidates.

12.2 In the conduct of any search, should the college compliance officer or designee determine that the procedures for hiring are improper or the hiring pool lacks sufficient diversity, he/she notify the College President. The College President may take appropriate action to remedy the situation.

12.3 Copies of these WLAC Faculty Hiring Procedures, signed by the WLAC President and the WLAC Academic Senate President, shall be on file in the WLAC Office of Academic Affairs.

Adopted by the Academic Senate November 25, 2003: Reaffirmed on August 17, 2006

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DATE:____________________

WLAC         PRESIDENT

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WLAC         PRESIDENT